

Standard Operating Procedures – Great Basin Rental Vehicle Program

INTRODUCTION

To assist in incident mobilization efforts, the Great Basin Incident Business Group has established Blanket Purchasing Agreements (BPA) to be used in the support of protecting lands for fire suppression, severity, and all-hazard incidents. This document provides the process for utilizing the BPAs listed below:

GREAT BASIN BLANKET PURCHASE AGREEMENTS			
RENTAL CAR COMPANY	BPA #	VEHICLE RENTAL LOCATION(S)	PHONE/FAX NUMBER
Enterprise Car Rental	L14PA00147	All Available Locations	
Hertz	L14PA00145	WY – Jackson, Rock Springs, Cody, Laramie, Riverton, Worland ID – Pocatello, Idaho Falls, Hailey, Boise, Lewiston UT – Salt Lake City, Layton, Roy, Hill AFB	
Rush Truck	L14PA00143	ID - Idaho Falls, Boise, Twin Falls UT - Salt Lake City	
Salmon Motors	L14PA00144	ID - Salmon	
Ely Car Rental	L14PA00146	NV - Ely	

LOCAL BLANKET PURCHASE AGREEMENTS			
RENTAL CAR COMPANY	BPA #	VEHICLE RENTAL LOCATION(S)	PHONE/FAX NUMBER

Prior to utilizing a rental car on an emergency incident the proper mode of transportation must be determined. The mode of transportation must result in the greatest advantage to the Government and be approved in advance by the incident agency (via the resource order) and the employee's supervisor.

When use of a rental car has been approved, most agency policy limits the vehicle size to compact vehicles only. Employees may be approved to upgrade rental vehicle size under the following circumstances:

1. To accommodate the transportation of additional government equipment that is so large that it cannot reasonably fit into a compact vehicle.
2. Travelers will be accessing areas of extremely rough terrain, which would require the use of a Sport Utility Vehicle with off road capabilities to ensure safe travel.
3. Sharing a rental vehicle with other employees.

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EMPLOYEE WITH A GOVERNMENT-ISSUED CHARGE CARD

A government employee, that has a government-issued charge card shall utilize this BPA and pay (for themselves only) using that charge card at the time of rental. This option allows the employee to arrange and pay for their own travel, but fall within these terms and conditions unique to incident support (i.e. claims, off road use, etc.).

Procedures:

1. All vehicle operators must possess a valid State-issued driver's license.
2. A resource order will be generated for the employee incident assignment, specifying in the "Special Needs" block that a rental vehicle is authorized.
3. The employee will contact the vendor directly to make arrangements for the rental and **MUST** provide either a Vehicle Rental Order Form (see Form B-1) or the above-mentioned resource order via fax, email or in person. Employee must specify if a 4X4 or all-wheel vehicle is required at the time of order.
4. The employee shall provide their charge card number at the time of rental, however, pre-charging or placing holds on charge cards is prohibited.
5. The employee will obtain a copy of the rental agreement and ensure the BPA # is listed on the agreement to ensure the terms of the agreement are met.
 - a. Employee will decline the following:
 - i. Any and all insurance coverage options
 - ii. Prepayment of fuel upon return of the vehicle
6. The employee responsible for the vehicle is required to perform a pre-use inspection of the rental vehicle according to the rental company's procedures/forms.
7. A copy of the commercial rental agreement should remain in glove box of the vehicle at all times until vehicle is returned to vendor.
 - a. In the event the renter is reassigned to an additional incident prior to returning the vehicle to the vendor, the resource order for the new incident (specifying that a rental car is authorized) should be kept with the original documentation until vehicle is returned to vendor.
8. All vehicles shall be returned in the condition received (fueled and clean). The employee responsible for the vehicle is required to perform a post-use inspection of the rental vehicle according to the rental company's procedures/forms.
9. Employee will obtain a final invoice from the rental car company.
10. Damages – Claims and damages will be settled separately by the employee's servicing contracting officer and should not be billed to the rental charge card. The employee is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Forms and other documentation shall be submitted to the local incident business or administrative point of contact, who will coordinate with the servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. Accountability for damages will be determined by the home unit.

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EMPLOYEE WITHOUT A GOVERNMENT-ISSUED CHARGE CARD

Orders for vehicles under this category, utilizing this BPA, shall only be placed by dispatch, buying team members, or other authorized officials. Employees without charge cards are NOT authorized to order vehicles for themselves.

Procedures:

1. All vehicle operators must possess a valid State-issued driver's license.
2. Resource order will be generated for the employee incident assignment, specifying in the "Special Needs" block that a rental vehicle is authorized.
3. Dispatch or other authorized officials will complete the Vehicle Rental Order Form (see Form B-1) and provide via fax, email or in person to the vendor. A Vehicle Rental Order Form is **REQUIRED** before the vendor can arrange any rental unit. The Vehicle Rental Order Form (Form B-1) should specify if a 4X4 or all-wheel vehicle is required. The Vehicle Rental Order Form shall specify "Invoiced through BPA Payment Process" and the appropriate contact information provided.
4. Vendor will contact the renter within 2 hours of the order to arrange delivery or pickup.
5. The renter will obtain a copy of the rental agreement and ensure the BPA # is listed on the agreement to ensure the terms of the agreement are met.
 - a. Renter will decline the following:
 - i. Any and all insurance coverage options
 - ii. Prepayment of fuel upon return of the vehicle
6. The renter responsible for the vehicle is required to perform a pre-use inspection of the rental vehicle according to the rental company's procedures/forms.
7. A copy of the commercial rental agreement should remain in glove box of the vehicle at all times until vehicle is returned to vendor.
 - a. In the event the renter is reassigned to an additional incident prior to returning the vehicle to the vendor, the resource order for the new incident (specifying that a rental car is authorized) should be kept with the original documentation.
8. At the end of the incident, unless otherwise approved vehicles shall be returned to point of pickup in condition in which it was received (fueled and clean). The employee responsible for the vehicle is required to perform a post-use inspection of the rental vehicle according to the rental company's procedures/forms.
9. The vendor will collect all required documentation from the glove box and invoice through the BPA Payment Process to the contact listed on the Vehicle Rental Order Form.
10. Damages – Claims and damages will be settled separately by the servicing contracting officer and should not be billed a renter's charge card. The individual assigned to the vehicle is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Forms shall be submitted to the local incident business or administrative point of contact, who will coordinate with the servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The individual may be contacted to assist in the processing of the claim for damages. If any negligence is determined, the individual may be held financially accountable for a portion of the claim. This will be determined by the individual's hiring unit.

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INCIDENT POOL VEHICLES (TRANSPORTATION UNITS, GROUND SUPPORT)

Orders for vehicles under this category, utilizing this BPA, shall only be placed by buying team members or other authorized officials.

Procedures:

1. All vehicle operators must possess a valid State-issued driver's license.
2. Resource orders (one per vehicle) will be generated for the vehicles. Resource orders will specify the type of vehicle needed (i.e., 4x4, ½-ton, sedan, etc.)
3. Buying team members or other authorized officials will complete the Rental Vehicle Request Form (see Form B-2) and provide via fax, email or in person to the vendor. The Rental Vehicle Request Form is **REQUIRED** before the vendor can arrange any rental unit. The Rental Vehicle Request Form should specify if a 4X4 vehicle is required. The Rental Vehicle Request Form shall specify "Invoiced through BPA Payment Process" and the appropriate contact information provided.
4. Vendor will contact the renter within 2 hours of the order to arrange delivery or pickup.
5. Personnel assigned to pick up the vehicle(s) will obtain a copy of the rental agreement and ensure the BPA # is listed on the agreement to ensure the terms of the agreement are met.
 - a. Renter will decline the following:
 - i. Any and all insurance coverage options
 - ii. Prepayment of fuel upon return of the vehicle
6. Personnel assigned to pick up the vehicle(s) are required to perform a pre-use inspection of the rental vehicle according to the rental company's procedures/forms.
7. A copy of the commercial rental agreement shall remain in glove box of the vehicle at all times until vehicle is returned to vendor.
 - a. In the event the vehicle is reassigned to an additional incident prior to returning the vehicle to the vendor, the resource order for the new incident (specifying that a rental car is authorized) should be kept with the original documentation.
8. Support units responsible for the pooled vehicles shall maintain a log of operator use for each vehicle on a daily basis. The logs will be placed in the incident fire package at the conclusion of the incident.
9. At the end of the incident, vehicles should be fueled prior to leaving the incident. Whenever possible, vehicles should be returned in a cleaned condition. Vehicle shall be returned to point of pickup. Personnel responsible for the return of the vehicles are required to perform a post-use inspection of the rental vehicle according to the rental company's procedures/forms.
10. The vendor will collect all required documentation from the glove box and invoice through the BPA Payment Process to the contact listed on the Rental Vehicle Request Form.
11. Damages – Ground Support Unit Leaders are responsible for ensuring the completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Forms and other documentation shall be submitted to the appropriate payment contact, who will coordinate with their servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The Ground Support Unit Leader and/or vehicle operator may be contacted to assist in the processing of the claim for damages. If any negligence is determined, the vehicle operator may be held financially accountable for a portion of the claim.

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INCOMING SINGLE RESOURCE ORDERS

Occasionally, single resources will fly into the Great Basin and need rental cars upon their arrival at the airport. Use the following process to reserve rental cars for this need.

1. All vehicle operators must possess a State-issued driver's license.
2. The incident agency dispatch will receive the rental card need via the sending dispatch center or ROSS. Dispatch should complete the Vehicle Rental Order Form (Form B-1) with information for those needing a rental car reservation.
3. Dispatch will forward the Vehicle Rental Order Form to the buying team or other authorized official who will be placing the order with the rental car company.
4. Buying team members or other authorized officials will complete the Vehicle Rental Order Form (see Form B-1) and provide via fax, email or in person to the vendor. A Vehicle Rental Order Form is **REQUIRED** before the vendor can arrange any rental unit. The Vehicle Rental Order Form should specify if a 4X4 or all-wheel vehicle is required. The Vehicle Rental Order Form shall specify "Invoiced through BPA Payment Process" and the appropriate contact information provided for those resources listed on the spreadsheet that do not have a Government-issued charge card. The Vehicle Rental Order Form should specify "Government Employee Credit Card" those employees listed on the spreadsheet who possess a Government-issued charge card.
5. Vendor will contact the buying team member or other authorized official within 2 hours of the order to confirm the order and vehicle pickup instructions.
6. Buying team member or other authorized official will fill in the car rental company name on the spreadsheet and return the spreadsheet to the single resource or other designated contact.
7. Single resource arrives at airport and retrieves vehicle from assigned rental car location.
 - a. Employees who are in possession of a Government-Issued charge card are to follow the procedures listed under "Employee With a Government-Issued Charge Card" and are expected to rent the vehicle with their Government-Issued Charge Card.
 - b. Employees who do not possess a Government-Issued charge card are to follow the procedures listed under "Employee Without a Government-Issued Charge Card".

At the end of the incident, vehicles shall be returned in the condition in which they were received (fueled and clean) to point of rental unless other arrangements have been made.

For those rental vehicles that will be billed against the BPA, the vendor will invoice through the BPA Payment Process to the contact listed on the Vehicle Rental Order Form.

DAMAGES

Employees With Charge Card – Claims and damages will be settled separately by the employee's servicing contracting officer and should not be billed to the rental charge card. The employee is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Forms and other documentation shall be submitted to the local incident business or administrative point of contact, who will coordinate with the servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. Accountability for damages will be determined by the home unit.

Employees Without a Charge Card - Claims and damages will be settled separately by the servicing contracting officer and should not be billed to the renter's charge card. The individual assigned to the vehicle is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Forms shall be submitted to the local incident business or administrative point of contact, who will coordinate with the servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The individual may be contacted to assist in the processing of the claim for damages. If any negligence is determined, the individual may be held financially accountable for a portion of the claim. This will be determined by the individual's hiring unit.

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INCOMING INCIDENT MANAGEMENT TEAM ORDERS

On occasion, Incident Management Teams (IMT) will fly into the Great Basin and need rental cars upon their arrival at the airport. Use the following process to reserve rental cars for this need.

1. All vehicle operators must possess a State-issued driver's license.
2. The incident agency dispatch will receive the IMT roster. Dispatch should submit Rental Vehicle Request Form (Form B-2) to the incoming Incident Commander (IC) or their designee. IMT designee will complete the spreadsheet with information for those needing a rental car reservation and will return the Rental Vehicle Request Form to Dispatch.
3. Dispatch will forward the Rental Vehicle Request Form to the buying team or other authorized official who will be placing the order with the rental car company.
4. Buying team members or other authorized officials will complete the Rental Vehicle Request Form (see Form B-2) and provide via fax, email or in person to the vendor. The Rental Vehicle Request Form is **REQUIRED** before the vendor can arrange any rental unit. The Rental Vehicle Request Form should specify if a 4X4 or all-wheel vehicle is required. The Rental Vehicle Request Form shall specify "Invoiced through BPA Payment Process" and the appropriate contact information provided for those resources listed on the spreadsheet that do not have a Government-issued charge card. The Rental Vehicle Request Form should specify "Government Employee Credit Card" those employees listed on the spreadsheet who possess a Government-issued charge card.
5. Vendor will contact the buying team member or other authorized official within 2 hours of the order to confirm the order and vehicle pickup instructions.
6. Buying team member or other authorized official will fill in the car rental company name on the spreadsheet and return the spreadsheet to the IC or other designated contact.
7. IMT arrives at airport and retrieves vehicles from assigned rental car locations.
 - a. Employees who are in possession of a Government-Issued charge card are to follow the Procedures listed under "Employee With a Government-Issued Charge Card" and are expected to rent the vehicle with their Government-Issued Charge Card.
 - b. Employees who do not possess a Government-Issued charge card are to follow the procedures listed under "Employee Without a Government-Issued Charge Card".

At the end of the incident, vehicles shall be returned in the condition in which they were received (fueled and clean) to point of rental unless other arrangements have been made.

For those rental vehicles that will be billed against the BPA, the vendor will invoice through the BPA Payment Process to the contact listed on the Rental Vehicle Request Form.

DAMAGES

Employees With Charge Card – Claims and damages will be settled separately by the employee's servicing contracting officer and should not be billed to the rental charge card. The employee is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Forms and other documentation shall be submitted to the local incident business or administrative point of contact, who will coordinate with the servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. Accountability for damages will be determined by the home unit.

Employees Without a Charge Card - Claims and damages will be settled separately by the servicing contracting officer and should not be billed to the renter's charge card. The individual assigned to the vehicle is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Forms shall be submitted to the local incident business or administrative point of contact, who will coordinate with the servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The individual may be contacted to assist in the processing of the claim for damages. If any negligence is determined, the individual may be held financially accountable for a portion of the claim. This will be determined by the individual's hiring unit.

EXHIBITS - Form B-1 – Vehicle Rental Order Form, Form B-2 – Rental Vehicle Request Form